



LARRY HOGAN

*Governor*

BOYD K. RUTHERFORD

*Lt. Governor*

KENNETH C. HOLT

*Secretary*

ELLINGTON CHURCHILL, JR.

*Deputy Secretary*

## **Pre-Proposal Conference Summary**

Invitation to Bids (IFB) No. S00R6400004

### **SINGLE FAMILY APPRAISAL MANAGEMENT SERVICES FOR REO PORTFOLIO**

The following is a summary of items discussed at the Pre-Proposal Conference held on May, 20, 2016. This summary is intended to clarify the RFP's requirements in addition to what is expressly stated in the RFP and ***does not*** constitute an amendment.

- MBEs must be certified by Maryland Department of Transportation (MDOT) - 23% MBE Goal;
- VSBes must be certified by Veterans Affairs, which companies can be found at [vetbiz.gov](http://vetbiz.gov) - 1% VSBE Goal;
- Ensure MBEs are certified to perform services within their NAICS codes, so participation can be counted towards the goal;
- Don't remove or add subcontractors after award, this modification will require approval from both the MBE Liaison and Procurement Officer and if applicable, DHCD's Secretary.

For any questions or concerns related to the above stated information, please contact:

Allegra Hollins  
OFP Program Deputy/  
Diversity & Equity Officer  
Office of Fair Practices  
Maryland Department of Housing and Community Development  
7800 Harkins Road  
Lanham, Maryland 20706  
[allegra.hollins@maryland.gov](mailto:allegra.hollins@maryland.gov)  
301-429-7417 (office)  
1-240-334-4719 (fax)

